Range: 40
Exempt
Date: May 8, 2002

ASSOCIATE ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of technical and professional work within the context of the programs and activities of the Public Works Department; and to provide highly responsible and complex administrative support to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director/City Engineer.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS --*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume project management responsibility for construction and inspection services and activities of the Engineering Division; review and approve private and public development plans for residential and commercial grading, roadway improvements drainage and traffic reports, and engineering calculations.

2. Prepare and develop construction specifications and bid documents for public bidding of projects; receive and analyze bid results; make award recommendations to the City Council; prepare a variety of reports and other correspondence.

3. Review subdivision master plans, preliminary site plans, and final site development plans for compliance with applicable City codes and regulations; assess the impacts of proposed developments and make mitigation recommendations and site development revisions as necessary; review hydrologic and hydraulic analyses and recommend improvements necessary to comply with adopted standards.

4. Review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.

Essential Functions cont:

5. Evaluate existing hazardous conditions and prioritize corrective design work; plan, prepare, and design a variety of engineering projects such as roads and drainageway improvements.

6. Develop plans, specifications, and other contract documents; manage assigned projects ensuring conformance with contract provisions.

7. Participate in the selection, training, motivation and evaluation of engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies.

8. Participate in the development and implementation of goals, objectives, policies and procedures related to the Engineering Division; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

9. Provide staff assistance to the Public Works Director/City Engineer; prepare and present staff reports and other correspondence as appropriate and necessary.

10. Represent the concerns of the Engineering Division in meetings with other City departments, divisions and outside agencies; contribute to the resolution of difficult and controversial issues; represent the City at a variety of meetings and committees.

11. Represent the City at a variety of boards and commissions; prepare a variety of reports and other correspondence.

12. Answer questions and provide information and assistance to City staff and the general public regarding engineering issues; respond to difficult and sensitive citizen inquiries and complaints; investigate field problems and determine solutions.

13. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Civil engineering theory and construction practices and their application to a wide variety of civil engineering programs and projects.
Principles and practices of project management.
Modern office procedures, methods and computer equipment.
Operational characteristics, services, and activities of an engineering program.
Modern and complex principles and practices of construction law, contract law, and municipal law.

Principles and practices of project management.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Prepare engineering computations and design, prepare and review engineering plans and specifications.
Assist in the selection, supervision, and evaluation of subordinate staff.
Assist with the preparation and administration of complex budgets.
Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Prepare clear and concise administrative and technical reports.
Establish and maintain cooperative work relationships with those contacted in the course of work.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in civil engineering project management.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate valid driver's license.

A Professional Civil Engineer registration is highly desirable, but not required, however a minimum requirement is an EIT..

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; operating assigned vehicle or equipment; general manual dexterity.